

	Portales Police Department Standard Operating Procedure & Policy	SOP #	400.01
		Date Revised:	
		TRN. #	01.01-04.01
1700 N. Boston St. Portales NM, 88130	Training	Effective Date	
(575) 356-4404		Approval:	Pat Gallegos, Chief of Police

I. STATEMENT OF PURPOSE

The Department has an obligation to provide a professional standard of law enforcement for the City of Portales. In fulfilling this responsibility, it is essential that personnel are properly trained. This begins at entry level with required basic training, prior to assumption of police duties and continues throughout the officer's career on an ongoing basis. Training is provided to accommodate Department needs and to actualize the interest and concern the Department has for the self-improvement and personal development of its employees.

All officers are ultimately responsible for maintaining their certification as outlined in New Mexico state statute 29-7-7.

II. TRAINING GOALS

- A. Provide job related training to all personnel.
- B. Train employees to be prepared to act decisively and correctly in a broad spectrum of situations.
- C. Enhance employee productivity and effectiveness through greater job knowledge.
- D. Foster cooperation and unity of purpose among personnel through common training.

III. RESPONSIBILITIES

- A. The Training Sergeant have the following responsibilities:
 1. Review and revise any in-service training requirements on an annual basis and to ensure it meets the standard requirements set forth by the New Mexico Law Enforcement Academy.
 2. Is the liaison between the Portales Police Department and the Law Enforcement Academy.

3. Ensure administration of a training program for every employee who is promoted, to be given to the employee at the start of his/her tenure in the new position.
4. Ensure administration of annual supervisory and leadership training.
5. Ensure every officer is trained frequently in policies.
6. Supervise the training instructors and ensure they receive adequate training to enable them to carry out their duties.
7. Coordinate with the Field Training Officers regarding FTO training being provided;
8. Maintain appropriate records documenting all training of officers
9. The training Sergeant will maintain all training files on all employees of the Portales Police Department. These records will show the following:
 - a. The title of the training received
 - b. The dates and hours of attendance;
 - c. The identification of trainers or agencies presenting the course; and
 - d. The names of all agency personnel receiving the training.

B. The Field Training Officer has the following responsibilities:

1. Coordinate all FTO training with new Officers.
2. Supervision of any field training provided by FTO's;
3. Ensure the annual performance evaluations of FTO's cover their demonstration and proficiency

C. Immediate Supervisors have the following responsibilities:

1. To ensure any Field Training Officers and any officers under their command who are certified instructors maintain and demonstrate on a regular basis their proficiency in their areas of instruction through annual evaluations.

IV. TYPES OF TRAINING

A. Roll-Call Training/Briefings

1. Roll call training or briefings are utilized to keep officers up-to-date between formal training sessions or disseminate information

which may be specific to shift activities.

2. Each Sergeant is responsible for preparing topics and involving their personnel in the instruction of such topics.

B. In-Service Training

1. All sworn personnel are required to complete at least 40 hours of in-service training every two years. This training consists of all training as designated by the New Mexico Law Enforcement Academy
2. All scheduled in-service training should be posted on all department bulletin boards at the earliest possible time prior to the training date, when possible. In addition, a schedule of upcoming classes will be made available to all employees through the training Sergeant.
3. The training Sergeant is responsible for locating, scheduling or making available such training which meets the mandates.
4. In-service training is considered mandatory. If it is necessary for an officer to miss a scheduled in-service training, a written notice will be submitted through the officer's chain-of-command. This will assist in scheduling any necessary make-up training.
5. It is the responsibility of the instructor to ensure that any lesson plans include a review of any appropriate policies.

C. Specialized In-Service Training

1. Any officer who is promoted or assigned to a new position will receive specialized training through an accredited course of instruction for the specific area they are assigned.
2. If the Portales Police Department develops any specialized units those officers assigned will receive the necessary training to ensure that the specialized unit is effective. Personnel assigned to Specialized Units shall engage in regularly scheduled training and readiness exercises.

V. TRAINING PROGRAM PROCEDURES

A. Performance Standards

Training programs must relate to job task analysis and incorporate performance objectives. These acquaint the trainee with the information he/she is required to know, the skills which must be demonstrated, and

the circumstances under which such skills are used. Performance objectives should include:

1. A focus on the elements of the job task analysis for which formal training is needed;
2. Clear statements of what is to be learned;
3. A basis for evaluating participants in a given course of instruction;
4. A basis for evaluating the effectiveness of the training program, by use of critiques and other accepted evaluating methods.

B. Instructors

1. Department personnel assigned to an instructor position should meet the requirements as specified by the New Mexico Law Enforcement Academy.
2. Officers with disciplinary records or three sustained complaints over the prior three years for constitutionally significant issues, including but not limited to, race discrimination, sexual harassment, excessive force, unlawful searches, seizures, or filing false charges shall be disqualified as instructors until two years have elapsed without such discipline or complaints in any areas in which they conduct training. If instructor privileges are revoked or suspended disciplinary action will be at the discretion of the Chief of Police.
3. Instructors will be provided adequate training to enable them to carry out their duties.
4. Instructors will be required to maintain and demonstrate proficiency in their areas of instruction on a yearly basis through their annual performance evaluation.

C. Lesson Plans

1. Lesson plans are made for all in-service training which is conducted by the Department. The instructor is responsible for developing the lesson plan to be used in any course he/she instructs.
2. Lesson plans are filed for permanent record in the Training Section.

D. Testing

1. In order to evaluate the participants of a training program, a pre-test or post-test may be required. Instructors use competency based testing that uses performance objectives and measures the participant's knowledge of job related skills. Passing and failing scores must be incorporated into the lesson plan.
2. Test scores are utilized in evaluating training effectiveness and in development of future training programs.
3. Test scores are confidential and are maintained by the Instructor.

E. Evaluations

Trainees participate in evaluation and critique of instructors and the training course upon completion of instruction.

F. Remedial Training

1. In order to ensure that Department personnel do not suffer deficiencies in basic skills, knowledge and abilities required to perform assigned tasks, a remedial training function is employed.
2. Any employee who fails to demonstrate understanding imparted through any Department or DPS sponsored training is scheduled for remedial training in the area of deficiency.
3. Training plans are developed for the correction of noted deficiencies. These plans contain, at a minimum,
 - a. Training goals and skills to be achieved;
 - b. Specific instruction to be provided;
 - c. Time frame in which goals are to be accomplished; and
 - d. A review of remedial training at the conclusion of instruction.
4. A supervisor may identify by testing or observing job performance that an employee has demonstrated a deficiency in basic ability to perform assigned tasks. If the supervisor believes that the deficiency may be corrected, he/she may direct the employee in writing to attend a specific remedial training program. The supervisor identifies such programs through the Training Section.
5. As soon as possible, the affected employee takes part in a training session to address the noted deficiency.

6. Participants are evaluated upon completion of the remedial training program to determine if existing deficiencies have been alleviated. Results of the evaluation shall be forwarded to the assigning supervisor so that the status of the employee can be evaluated.
7. Any remedial training will be coordinated through the Shift Supervisor to ensure prompt completion and appropriate documentation.

G. Records Maintenance

1. Training, documentation and records maintenance is the responsibility of the training Sergeant. All training records are maintained by the training Sergeant.
 - a. Personnel attending training programs;
 - b. Types of training, subject matter, course content;
 - c. School or agency providing the training if other than PPD
 - d. Measured performance, if testing is administered and scores available.
2. It is the responsibility of the trainee, upon completion of training from an outside source, to submit the proper documentation of such training to the training Sergeant.
3. It is the responsibility of the training Sergeant to update training records as needed.
4. Training records shall only be released to someone other than the affected employee by the Chief of Police.

VI. RECRUIT TRAINING

- A. Newly hired recruits will be trained and certified in accordance with the regulations set forth by the New Mexico Law Enforcement Academy.
- B. Those officers who do not require attendance at the academy will be assigned to the Field Training Program for at least four weeks where they will be given instruction which includes agency policies, procedures, rules and regulations.
- C. To supplement this training, they may also be required to attend specific classes made available through the Portales Police Department. This ensures that all recruits regardless of their experience or training receive agency specific training.

- D. Curriculum provided to new recruits is based on requirements of the New Mexico Law Enforcement Academy and developed around the most frequent assignments of officers. A variety of evaluation techniques have been designed to measure competency in the required skills, knowledge, and abilities.

VII. FIELD TRAINING PROGRAM

In keeping with the strictest levels of performance requirements, the Department strives to train professional police officers. The guidelines set by the Field Training and Evaluation Program serve as standards for the acceptance of a recruit as a permanent officer at the end of the field training process.

- A. A recruit is assigned to a Field Training Officer program for a minimum of eight weeks. These assignments are made by the Patrol Lieutenant and are designed to teach the recruit tasks of the most frequent assignments of officers.
- B. Recruit officers are not allowed to act on their own until they have completed a prescribed Field Training Program. Recruits do not work overtime alone or at off-duty jobs without prior approval of the Chief of Police or his designee.
- C. The Training Section has the ultimate responsibility for the training received by a recruit from the time of hire through the Field Training Program.
 - 1. The training Sergeant is responsible for maintaining a liaison with the academy staff.
- D. During the Field Training Program a recruit will remain in the FTO program or be assigned an officer to ride with until satisfactory completion and released or entry into the Law Enforcement Academy.
 - 1. The Field Training Program is based upon sufficient training necessary to accomplish the training requirement of the department.
 - 2. A recruit may be rotated to another FTO, if practical.
 - 3. In theory each recruit (if more than one) should be receiving the same training at the same time.
- E. At the completion of each work day, the FTO shall complete a Daily Observation Report (DOR). This evaluation is designed to measure competency in the required skills, knowledge and abilities. Once this evaluation is complete, it shall be reviewed by the recruit and then by the on-duty shift supervisor. The original is retained in the recruit's training

file.

F. If at any time of training the FTO recognizes a problem area that he/she is unable to correct through remedial training, it may become necessary to remove the recruit from the FTO program for additional training in a specified area. If this occurs and the recruit is removed, a certified instructor in the problem area and will provide remedial training and then forward the results of that training to the FTO supervisors.

1. If the recruit completes the remedial training satisfactorily, the recruit will be placed back into the field training program and continue the process, where he/she left.
2. If the recruit cannot complete the remedial training at a proficient level, a determination will be made regarding the status of the recruit by the training Sergeant, Patrol Lieutenant and Chief.

G. At the conclusion of training, the Field Training Officers and the Patrol Lieutenant will have a meeting to discuss the following:

1. Any problem areas that have been encountered;
2. A recruits strong and weak points; and
3. Any suggestions that might assist the next FTO in his/her phase of training.

H. A training file on each recruit is maintained by the FTO the recruit is assigned to. The file follows the recruit to his/her next shift. The training file consists of the following originals:

1. Daily Observation Reports;
2. Any documentation concerning remedial training;
3. Completed Weekly Training Guide;

I. Upon completion of the Field Training Program, the recruit's training file is forwarded to the training Sergeant where it is maintained.

VIII. FIELD TRAINING OFFICER SELECTION

A. The requirements to for the position of FTO are as follows: Written recommendation from a supervisor:

1. Three Years Law Enforcement Experience
2. Written recommendation from a supervisor

3. Successful completion of Instructor Development and/or FTO certification program as soon as possible after appointment.
4. Officers with disciplinary records or three sustained complaints over the prior three years for constitutionally significant issues, including but not limited to, race discrimination, sexual harassment, excessive force, unlawful searches, seizures, or filing false charges shall be disqualified as FTO until two years have elapsed without such discipline or complaints in any areas in which they conduct training.
5. Field Training Officers will be required to maintain and demonstrate proficiency in their areas of instruction on a yearly basis through their annual performance evaluation.
6. In the event, additional FTO's are required to train recruits; an officer may be temporarily assigned as an FTO. He/she must still meet the requirements as listed in the job description in order to be assigned.
7. Upon appointment, an FTO is assigned to a shift and works under the direct supervision of that shift's supervisors.

IX. CIVILIAN TRAINING

- A. Indoctrination will be given to newly hired civilian employees which covers the following:
 1. The Department's role, purpose, goals, policies, and procedures;
 2. Working conditions and regulations;
 3. Responsibilities and rights of employees; and
 4. Public relations.
- B. This training will be the responsibility of the supervisor in the affected division. Any documentation of such training will be forwarded to the training Sergeant.
- C. On the job training will be given to the following civilian positions:
 1. Evidence technician
 - a. This training shall include the legal, safety and coordinative responsibilities of this position.
 2. Records technician

- a. This training shall include the legal, procedural and equipment familiarization for this position.

D. Any new employee coming from another agency or military must provide the Portales Police Department a copy of all training files and certificate